

**Commonwealth of Kentucky  
Kentucky Department for Libraries & Archives  
State Fiscal Year 2006**

**GUIDELINES FOR A NEW BOOKMOBILE GRANT**

The 2006 applications for the Bookmobile/Outreach Services Grant funds will be for a new bookmobile only. The more modern 2006 bookmobiles will not require installation of a generator. Non-traditional outreach vehicles will not be funded under the provisions of the Fiscal Year 2006 grants.

Public libraries applying for a new bookmobile will be required to pay the cost of equipping the bookmobile, which includes the electrical system, shelving, flooring and exterior lettering and/or painting.

**PURPOSE OF THE GRANT**

Bookmobile/Outreach Services Grants were established to assist public libraries in meeting their service obligations to **all** Kentucky citizens and to allow for the outreach needs of individual counties. Public libraries in Kentucky are urged to provide active outreach services to rural and urban areas in a county.

After competitive awards, continued funding, operation, and maintenance of outreach services are required, and are the responsibility of the public library board of trustees. All outreach services programs should be based on the needs of the individual county. Therefore, the need exists for careful and thorough planning before choosing one method of providing outreach services.

**ELIGIBILITY REQUIREMENTS**

Applicants who meet the following requirements are invited to submit an Application for a new bookmobile grant. Applicants must:

1. Have a legally established public library.
2. Answer all questions and submit application (with original signatures) provided by the Kentucky Department for Libraries & Archives by the said deadline.
3. Submit application and narratives in typed format. No handwritten applications will be accepted.
4. Provide free countywide services without discrimination to the citizens of the county in which this grant will be administered.
5. Have a library director and a bookmobile/outreach librarian certified by the Kentucky Board for Certification of Librarians. A Temporary certificate qualifies as proper certification.
6. Assure that adequate local funds are budgeted for continued operation and maintenance of vehicle.

7. Carry liability insurance for the life of the vehicle, and collision insurance for a period of five years on any bookmobile acquired through this grant. KDLA recommends that collision insurance be carried for the life of the vehicle.
8. Ensure that this and other outreach projects funded with state funds provide reasonable accommodation for persons with disabilities as specified by the Americans With Disabilities Act (ADA) Public Law 101-336ADA.

## **FUNDING**

The awarding of the grant will be subject to the appropriation of funds, the release of the state allotment, approval of the applications, and execution of subgrant agreements.

Local matching requirements for an outreach vehicle must be at least 50% of the total cost of the vehicle. KDLA will cover \$21,500 of the cost of purchasing the bookmobile. Grant recipients will cover the remaining cost of the vehicle and the cost of outfitting. Amounts are subject to change as the costs of purchasing or outfitting the vehicle change.

The State retains ownership of bookmobiles purchased with full or partial state funds.

## **CRITERIA AND SCORING FOR APPLICATION REVIEW COMMITTEE**

Applications will be scored based on the following criteria:

***COMMITMENT TO HIGH QUALITY OUTREACH SERVICES:*** Explanation of the careful and thorough planning method utilized to determine the type of outreach services program requested is essential. Documentation must be attached. The library with the most comprehensive plan to provide high quality outreach services will receive the highest ranking. Please do not send scrapbooks or personal testimonies.

***NEED:*** A clear and compelling need for an Outreach Services grant must be demonstrated and documented. Describing current outreach services and why something about this service should be changed can do this. Include the age of the bookmobile currently assigned or outreach vehicle being used, amount of money expended for maintenance and repair of vehicle, or maintenance of current outreach services, hours per week on the road, outreach circulation, staff hours dedicated to outreach services and total number of outreach patrons. Copies of Annual Report pages will serve as partial documentation. The library with the greatest need will receive the highest ranking.

***PUBLIC RELATIONS:*** A clear description of how the library plans to promote and publicize outreach services in the county must be incorporated. Examples of public relations efforts for the current outreach services program should be included. The library with the best public relations plan will receive the highest ranking.

***EVALUATION:*** All effective programs must have an evaluation method and timetable. An explanation of how evaluation will be carried out and how frequently it will be done should be included. The library with the best mode of evaluating its outreach services program will receive the highest ranking.